

### Allowable Property/Contraband

Any item that constitutes safety or security concerns can be denied and confiscated. Those items received that are not listed are subject to return to sender or donation to charity. All items need to be from an approved source. (**EXCEPTION** – Personal property received upon admission from a DMH State Hospital may be considered allowable from an approved source after thorough inspection by hospital staff.)

Approved Items	SOURCE			ACCESS REQUIREMENTS		MONITORING REQUIREMENTS C = Controlled Item S = Direct Supervision		COMMENT (Information on limits, containers, etc.)
	Package Received by mail *Factory Sealed	Purchased Through Canteen	Purchased Through Vendor *Factory Sealed	LIMIT ISSUE ONLY Requires US approval via e-mail or FAX	APPROVAL BY US OR WRT (as designated) Prior to access	C	S	
ADDRESS BOOK	X	X	X					No metal binding
ALBUM, PHOTO	*X	X	*X	US				No metal binding, limit one (1)
APPLIANCES, ENTERTAINMENT								Appliances MAY be battery operated, come with an attached cord, or come with a detachable cord.
Alarm clocks		X	*X					Wind up or Battery operated only.
Calculators, Translator, Hand Held Organizer (e.g. Palm Pilot)		X	X	US				Hand held. No wireless or remote internet capability or camera capability. Limit of one (1) each
Detachable Cords		X	*X		<u>WRT prior to purchase</u>	C		Individual must have system requiring the detachable cord. Prior to the Individual ordering and/or receiving the item as personal property, the WRT shall assess the Individual's ability to access the item as a controlled item. If item is denied the WRT will document the reason for the denial on PSH 7130.
Detachable Antennas			<u>X</u>		<u>WRT</u>	C		Individual must have system requiring the detachable antenna. Prior to the Individual ordering and/or receiving the item as personal property, the WRT shall assess the Individual's ability to access the item as a controlled item. If item is denied the WRT will document the reason for the denial on PSH 7130.

(S) Supervised Items – Items which will only be used under the direct supervision of treatment staff.

(C) Controlled Items – These items are to be checked out by the individual daily and returned prior to bed time each day.

Liability Waiver is required for all items valued at \$100.00 or more.

For items which require the Unit Supervisor's/Wellness & Recovery Team approval the Unit Supervisor shall send a copy of the approved MH 5216 to the Mailroom – Contraband Desk prior to the purchase and arrival of the item.

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<b>Approved Items</b>							
MP3 Player		X	*X				The only allowed MP3 player are the Archos <b><u>models (sole source) – which</u></b> do not have wireless or remote internet capability.
Radio, Audio CD/ tape player,		X	*X	US			Limit of one (1) each (max. size limit of 21x10x15 inches – <b><u>No exceptions for larger size will be allowed</u></b> ) without detachable speakers, external-recording devices (however, audio equipment which can record directly from an internal source-radio or CD to tape only is acceptable).
Remote Controls		X	*X	US			Must have own system(s) requiring the remote control.
Television/LCD DVD Player		X	*X	US	<b><u>WRT prior to purchase of TV</u></b>		<b><u>All TV's must be pre-approved by the WRT prior to purchase and/or delivery. The WRT will approve type of TV and size (TV must fit in Individual's personal locker).</u></b> Individuals must sign a Liability Waiver. Limit one (1) TV. The TV may have built in radio/DVD player. No built in VHS player. No individual VHS Players allowed. Limit of one (1) LCD DVD player.
Typewriter/word processor		X	*X	US			Limit of one (1).
<b><u>Typewriter/word processor print wheels and ribbons</u></b>		<b><u>X</u></b>	<b><u>*X</u></b>	<b><u>US</u></b>			<b><u>Individual must have typewriter/word processor for use with this item and must turn in used print wheel/ribbon to staff in-order to have access to replacement item.</u></b>

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USB Memory sticks/cards			X				<b><u>“Kingston” flash drives are the only flash drives which will work on the Unit computers that are available for the Individuals. Individuals may still purchase other brands for use with their own personal equipment.</u></b>
Video games system		X	*X	US			<p>Limit of one (1) each of a hand held and/or console system. Must have own system and TV (if required) to utilize games. <b>No wireless or remote internet capability or that which can be converted into having such capability.</b></p> <p><b><u>The XBOX Elite, Play Station PSP, &amp; Nintendo DS are not allowed as they have remote internet capability.</u></b></p> <p><b><u>Currently there is a freeze on all XBOX 360 Pro which is the ONLY is the only model of game system that is allowed.</u></b></p> <p><b><u>Individuals that currently have the XBOX 360 are allowed to keep and use their system but no other Individuals can receive the system at this time</u></b></p>
Walkman/Discman/DVD type radio/player		X	*X	US			Limit of one (1) of each Walkman, Discman/DVD and/or Walkman Satellite type radio that must not include voice over feature. No CB amateur radio, walkie-talkie or police band, but alarm functions are acceptable.
Walkman type Satellite radio			*X	US			

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BATTERIES	*X	X	X				No 6-volt batteries will be allowed. Only the required number of batteries needed for the appliance will be allowed in the Individual's possession. One extra set may be kept in the Nurses station.
BEANIES (Knit cap)	STATE ISSUE ONLY						
BELTS OR BELT BUCKLES			X	US			Belt - Not to exceed one and one-half inches in width, limit one (1) Buckles - 2X3 inch limit, no sharp edges
BEVERAGES		X	X				Ice tea, juice, nectar, and soda. All plastic containers (no metal lid or tops)
<b><u>LED BOOK LIGHT</u></b>			<b><u>*X</u></b>	<b><u>US</u></b>			<b><u>For reading at night in bed (limit of 1).</u></b>
CALENDARS	*X	X	X				Without metal binding
CARDS, GREETING	*X	X	X				No foil wrappers or parts. Includes boxes that are factory sealed. No musical <b><u>or light up</u></b> cards.
CARDS, PLAYING	*X	X	*X				Regular, Pinochle, Old Maid, Uno, etc.
CHAP STICK		X	X				
CHARGER, BATTERY (With or Without Cords)	*X	X	X				Kept in Nursing Station and controlled by Nursing Staff.
CLOTHING (Shirts/Blouses, Pants, Shorts, Jackets/sweatshirts, etc.)	STATE ISSUE ONLY <b><u>NO EXCEPTIONS</u></b>						Uniform is provided by the state (see undergarments below for clothing items which can be purchased). <b><u>State clothing may not be altered.</u></b>

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COFFEE/TEA, DECAF, INSTANT, &/OR INDIVIDUAL PACKET/BAGS		X	*X					Not to exceed three (3) pounds or 100 bags. Decaffeinated only in non-contraband containers. May not contain any pharmaceutically active substance.
COLOGNE, PERFUME, AFTERSHAVE		X	X					No alcohol will be permitted. Plastic containers only.
COMPACT DISKS/DVD'S, FLOPPY DISKS, CARTRIDGE OR CASSETTE TAPES (Audio, Computer, or Video Game) *For the purpose of this directive these items are considered to be media		X	*X	US	US			Limit of thirty (any combination totaling 30). Any media (exception for music CD's), which depicts or encourages sexual acts with children or sexual acts with tissue damage (including penetration of any body cavity) will be considered contraband. Any publication that does not depict or encourage the above behavior may only be denied following procedures for denial of rights for cause. <b><u>Individuals may have CD's which are provided through PSH Video Productions – these CD will have a Video Productions Label with the Individual's name.</u></b>
BLANK CASSETTE TAPES/ RE-WRITABLE CD's		X	*X	US				
CONTAINERS, PLASTIC	X	X	X					Must be able to fit in 1' x 1' x1' locker.
CONVERTERS FOR RADIOS, TV'S, GAMES, ETC.		X	*X	US				Must have own system to utilize item
CRAFT PROJECTS			*X			S		Non-contraband containers.
CUP OR TUMBLER, SOFT PLASTIC	X	X	X	US				Limit of two (2). Sport containers are permitted. Thermal cups/tumblers must be plastic with no false bottoms.
CURLING/STYLING IRON			X	US		S		Limit of one (1).

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DENTAL FLOSS				STATE ISSUE ONLY		C		Staff will issue out one length of floss, as needed and Individual shall return floss when finished.
DENTURE ADHESIVE		X				S		
DENTURE CLEANSERS		X				S		Tablets only.
EMERY BOARDS	X	X	X					No metal nail files.
EYE GLASSES	X	X	X	US				Limit one (1) pair. Wire frames permitted. <b><u>Prescription glasses will be delivered to Medical Services.</u></b>
FOOD, PACKAGED								Must be in Non-Contraband Container and cannot require refrigeration after opening. All items sold by Canteen are allowed.
Cheese/Cheese Spreads		X	*X					Can Not Require Refrigeration after opening
Creamer, Cocoa Mix, Honey		X	*X					Creamer not to exceed 2 pounds.
Vegetables, Beans, Chili, Rice		X	*X					Non-contraband container (no cans)
Dry Meats, Dry Milk, Dry Fruit		X	*X					Dry milk not to exceed 2 pounds.
Nuts, Cereal		X	*X					No shells (exception for Sunflower seeds).
Cake, Candy, Chips, Cookies, Jerky, Popcorn, Ramen Noodles, Gum		X	*X					

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<b><u>Protein Drinks/Powders, Nutrition Supplements, or vitamins</u></b>			<b><u>*X</u></b>		<b><u>X</u></b>		<b><u>Individual's treating physician must document approval for such items and include the not to exceed information in the approval (e.g. NTE "X" per month)</u></b>
Punch Mix, Soda		X	*X				Punch Mix not to exceed 3 pounds. Soda in plastic bottles only.
Sauces, Condiments		X	*X				Non-contraband container/can not require refrigeration after opening.
Sugar/Substitute Packets		X	*X				Sugar or substitute not to exceed 1 pound.
MISCELLANEOUS GAMES AND SPORTS EQUIPMENT (Board Games, Chess, Checkers, Hacky Sacs, etc.)	*X	X	*X				For electronic games see appliances.
GLOVES, PLAIN (includes mittens)	X		X	US			One (1) pair only. Cloth only - No leather or simulated leather, studs, jewelry, etc. Must be only single thickness (one layer).
GLOVES, WEIGHT LIFTING			X	US			Two (2) pairs only. Leather is allowed.
HAIR CARE/GROOMING PRODUCTS							Limit one (1) of each item. No metal parts. Items in glass/metal containers will be transferred to small plastic containers by canteen staff prior to purchase. Vendor items must be received in non-contraband containers. Hair spray must be non-aerosol, plastic container only.
Hair - Brush, Pick, Plastic Comb Grooming Aids ( <b>includes</b> body/hand lotion/creams & Vaseline)		X	X				
Hair Dryer, Rollers & Spray		X	X			S	<b><u>Powders (e.g.; baby, talcum) and baby oil are not allowed</u></b>

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HATS		X	X	US			Limit two (2). No offensive logos, wire parts, head wraps, do rag, bandanas, or scarves are allowed. <b><u>Cloth hair band are allowed - limit of three (3).</u></b> Beanies are state issued ONLY
HAT PINS	X	X	X				Logo type pins (e.g. Veterans pins).
HEAD PHONES	*X	X	X	US			Limit two (2). No longer than six (6) foot cord. Non-metal banded only.
HYGIENE PRODUCTS Soap, Deodorant, Toothpaste, Kleenex, Tampons, Sanitary Napkins		X	X				Non-aerosol products, plastic container only.
INSTRUMENTS, MUSICAL		X	X		<b><u>WRT prior to purchase</u></b>	C	Prior to the Individual ordering and/or receiving the item as personal property, the WRT shall assess the Individual's ability to access the item as a controlled item. If item is denied the WRT will document the reason for the denial on PSH 7130.
GUITAR						S	
GUITAR STRINGS			X	US		S	Must have own guitar to utilize item.
JEWELRY	X	X	X				Requires a Liability Waiver when valued at \$100 or more
Chains, necklaces	X	X	X				Single strand only. No sharp edges or lockets.
<b><u>bracelets</u></b>	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>				<b><u>No solid metal bracelets allowed, No sharp edges. Only bracelets made of the following: single strand chain, leather, nylon, or plastic are allowed</u></b>

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rings	X	X	X	US			Limit two (2).
Earrings	X	X	X				Must be no larger than a quarter or must be breakaways.
watch	X	X	X	US			Limit one (1). Alarm and stop watch features and all band types (including metal) are allowed.
MAKE-UP, COSMETICS		X	X				Compacts may <u>NOT</u> contain glass mirrors.
<u>Make up liners (for eyes &amp;/or lips) – retractable type only</u>		<u>X</u>	<u>X</u>			<u>C</u>	<u>Make-up pencils which require sharpening are not allowed</u>
MONEY (this does not include checks or money orders)		X					Individuals served may only be in possession of a maximum of \$15.00 in coin (quarters, dimes, nickels, and pennies only; no paper money)
PEN & PENCIL <u>&amp; PLASTIC PAPER CLIPS</u>	STATE ISSUE ONLY						Limit one (1) each of pen & pencil. <u>Plastic paper clips shall be issued as needed – Individuals shall not be given entire box.</u>
PHOTOS	X						No photos of Individuals served that might pose a threat to security, such as being used to make an employee ID badge. No Polaroid Photos allowed.
PIPE, SMOKING		X	X				No ceramics
PLASTIC SPOON	STATE ISSUE ONLY						Individuals shall receive approved plastic spoon with each sack lunches. This spoon is to be thrown away once the lunch is consumed.

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PLASTIC SPORK				STATE ISSUE ONLY			Individuals shall be issued one spork upon admission for use with snack items purchased by the Individual.
POLISH REMOVER, NAIL		X	X			S	Clear plastic container only. ACETONE FREE ONLY.
POLISH, NAIL		X	X	US		S	Limit three (3). Glass containers allowed.
PUBLICATIONS (Includes newspapers and religious publications)			X	US			Any publication, which depicts or encourages sexual acts with children or sexual acts with tissue damage (including penetration of any body cavity) will be considered contraband. Any publication that does not depict or encourage the above behavior may only be denied following procedures for denial of rights for cause. Limit of ten (10) total for all publications (exception - clipping are not counted in regards to limit).  <b><u>PSH Library books are not to be included in the amount allowed as they are not the property of the Individual.</u></b> <b><u>Overdue books will be returned to PSH Library when found.</u></b>
newspaper clippings	X						
Books, magazines, or catalogs			X	US			
<b><u>PSH Library Books</u></b>				STATE ISSUE ONLY			
PURSE, BOOK BAG, CLUTCH, FANNY PACKS, OR WALLETS		X	X	US			Limit one (1). No metal frame, chains, clasps, or detachable straps on purses/book bags/fanny packs allowed. <b><u>Back packs are NOT allowed</u></b>
RAZORS, ELECTRIC		X	X			S	
RELIGIOUS ITEMS	X		X				Includes items allowed on A.D.#15.36 – Native American Spiritual Items and other religious items such as prayer beads.

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SHAMPOO/ CONDITIONER, NON-MEDICATED		X	X					
SHAVING CREAM AND POWDERS		X	X			S		
SHOES/ FOOTWEAR		X	X	US				Limit four (4) pairs of shoes including tennis shoes. Limit one (1) pair wedge shoes not to exceed one (1) inch in height. No boots, pointed toe, or heel over one (1) inch. No steel shanks or hollow heels. No magnetic components allowed in any shoe.
SHOE LACES		X	X	US				Must have personally owned shoes requiring laces as state issued shoes do not have laces (except work boots - these laces are supplied by the state) Limit of one (1) set per pair of shoes
SOAP BOX		X	X	US				Soft plastic only. Limit of one (1)
STAMPS		X	X					Equivalent of 20 first-class stamps in possession at any one time. Pre-stamped embossed envelopes may be substituted for stamps. Stamps may not be mailed from family member or friend only from vendor.
STATIONERY Note Cards, Envelopes, Writing Paper, etc.	*X	X	*X					Includes boxes that are factory sealed.
SUNGLASSES	X	X	X	US				Limit one (1) pair. Wire frames permitted.
SUSPENDERS	STATE ISSUE ONLY							

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TOOTHBRUSH		X	X					Limit one (1) upon exchange
TOOTHPASTE		X	*X					
UNDERGARMENTS Bras	*X		*X	US				Limit of ten (10), no under wires.
Men's Underwear or Women's Panties	*X		*X	US				Limit of <b>twelve (12)</b> , non-white is acceptable.
Socks	*X		*X	US				Limit <b>twelve (12)</b> , no women's nylons <b>or nylon knee highs allowed.</b>
Tee Shirt (includes Tank Top <b>or long sleeve</b> type)	*X		*X	US				Limit of ten (10), KHAKI COLOR ONLY
Thermal Underwear	*X		*X	US				Limit of two (2), natural color only.

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